Guidance Notes on Using the PDF Form for the First Time

Before using the PDF Form (Basic Version) and/or the PDF Form (Data Import Version) (collectively "the PDF Form") for the first time, you have to activate the PDF form by following the steps below:

Step 1:

After downloading the PDF Form, open the "Downloads" folder of your web browser (**Screen 1**). Move and save the PDF Form under any name at any location in your workstation. For easy retrieval, it is recommended that you save all the PDF Form files in a single folder/sub-folder of a particular drive (e.g., save the file named "LR152A.pdf" in a folder named "Registration" in Drive C: of your workstation).

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Step 2:

Adobe Reader with new interface: open the PDF Form and select "Menu" > "Preferences" from the menu bar (Screen 2a).

Adobe Reader with old interface: open the PDF Form and select "Edit" > "Preferences" from the menu bar (Screen 2b).

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Screen 2a

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Screen 2b

Step 3:

Select "Security (Enhanced)" from "Categories" on the left, then select the "Add Folder Path" option (Screen 3).

	Screen 3	
references		
Categories:	Sandbox Protections	
Commenting Documents Full Screen General Page Display	Enable Protected Mode at startup Run in AppContainer Create Protected Mode log file Vie Protected View Off Files from potentially unsafe locations All files	ew log
Accessibility Adobe Online Services Email Accounts	Enhanced Security	
Forms Identity Internet	Enable Enhanced Security	Vier
JavaScript Language Measuring (2D) Measuring (3D) Measuring (Geo)	If your workflows are negatively impacted by security settings, use Privileged Locations to selectively trust files, folders, and hosts to bypass those security setting restrictions. Privileged Locations allows you to work securely while granting trust to items in your workflow.	
Multimedia (legacy) Multimedia Trust (legacy) Reading Reviewing Search	Automatically trust sites from my Win OS security zones	
Security Security (Enhanced) Signatures Spelling		
Tracker Trust Manager Units		
	Add File Add Folder Path Add Host Re	move
	What is Protected View? What is Ethanced Security? What are Privileged Locations?	
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Step 4:

Select the drive and folder [including all sub-folder(s)] containing the PDF Form from the location shown on the dialogue box (Screen 4) and click "OK".





Step 5:

The drive and folder [including sub-folder(s)] containing the PDF Form (e.g., "C:\Registration\") would be automatically added to the trusted list (privileged locations) of Adobe Reader (Screen 5). Click "OK" to go back to the PDF Form input screen.

	Screen 5	
Preferences		Х
Categories:	Sandbox Protections	
Commenting	✓ Enable Protected Mode at startup Run in AppContainer Create Protected Mode log file View log	
Full Screen	Protected View 💿 Off	
General	Clies from extentially uponfo logations	
Page Display		
Accessibility		
Adobe Online Services	Enhanced Security	
Email Accounts	✓ Enable Enhanced Security Cross domain log file View	
Identity		
Internet	Privileged Locations	
JavaScript		
Language	It your workflows are negatively impacted by security settings, use Privileged Locations to selectively trust files, folders, and bosts to bypass those security setting restrictions. Privileged Locations allows	
Measuring (2D)	you to work securely while granting trust to items in your workflow.	
Measuring (3D)		
Measuring (Geo)	Automatically trust documents with valid certification	
Multimedia & 3D		
Multimedia (legacy)	View Windows Trusted Sites	
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Search		
Security		
Security (Enhanced)		
Signatures		
Spelling		
Tracker		
Trust Manager		
Units		
	Add File Add Folder Path Add Host Remove	
	What is Protected View? What is Enhanced Security? What are Privileged Locations?	
	OK Cancel	

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